

Correcting Payables Open Interface Data (PELL)

Scope

This procedure covers the necessary steps to correct data validation errors (Level 2 errors) that occur when the PELL Transaction file processes into SFA FMS. After making your corrections, you must re-run the Payables Open Interface Import, which also re-starts the automated process.

It is important to note that the processes covered in this procedure can be applied across all programs.

System References

N/A

Policy

N/A

Responsibility

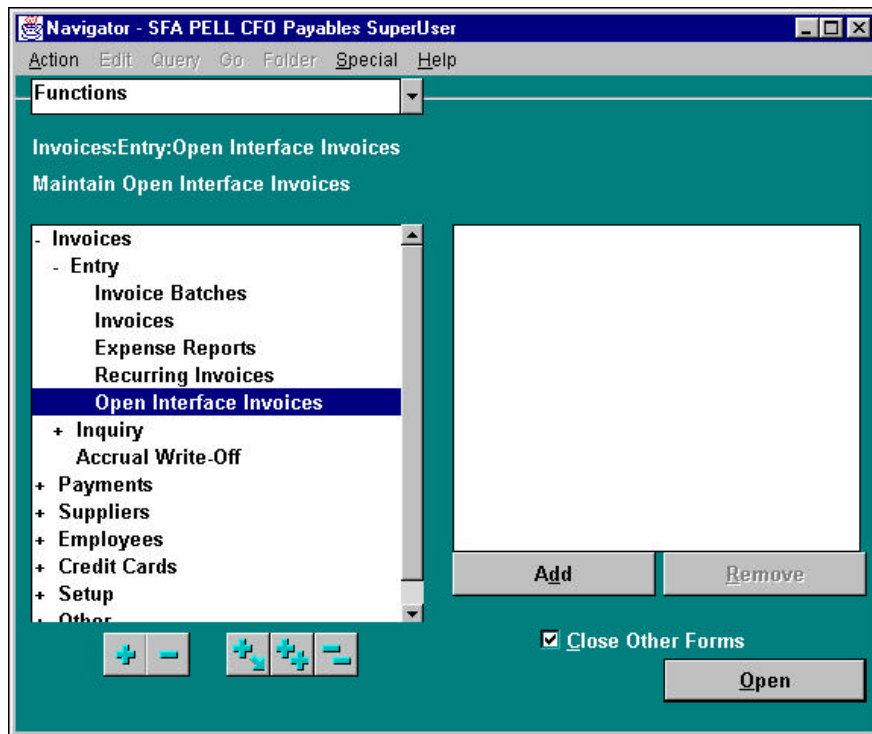
SFA PELL Payables SuperUser

Activity Preface

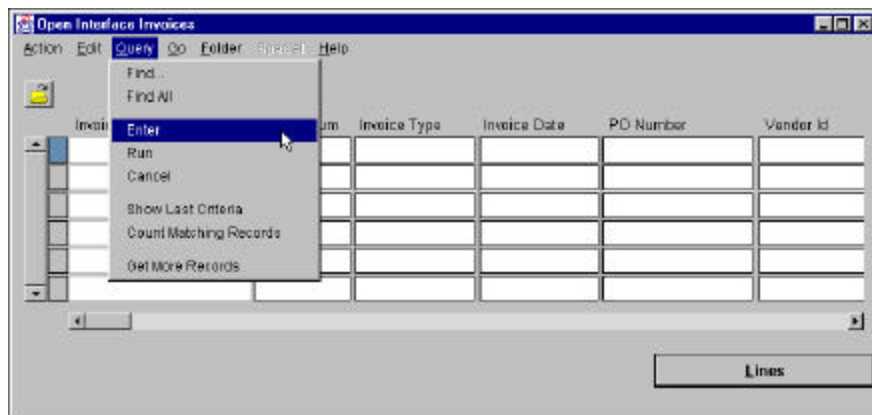
Prerequisite: Review the Payables Open Interface Execution Report and note the Request ID and Group ID # of the Payables Open Interface process that encountered invalid import data.

This procedure continues from: View Requests

**Correcting Payables Open Interface Data-SFA
PELL Payables SuperUser**



1. From the “Navigator” window, Double-Click **Invoices ? Entry ? Open Interface Invoices** and the “Open Interface Invoices” window appears.



2. Select **Query ? Enter** from the Menu List to clear the form.
3. Place your cursor in the **Invoice #** field and Enter “P%” for PELL. The percent sign (%) is a wildcard used, when querying, to select anything containing the text associated with the percent sign.

NOTE: You can also enter the “Invoice Date” in addition to the “Invoice #” to further limit your search.

4. Select **Query ? Run** from the Menu List and the “Open Interface Invoices” window appears.

Exclusive Payment Flag	Pay Group	Payment Method	Request Id	Transaction Code
	FFELDCS Pay G		156207	
	FFELDCS Pay G		156213	
	FFELDCS Pay G		156219	
	FFELDCS Pay G		156225	
	FFELDCS Pay G		156225	
	FFELDCS Pay G		156235	

5. Scroll to the right of the screen to find the Request ID that you noted from the Journal Import Execution Report.
6. Scroll back to the left and find the Group ID that you noted from the Journal Import Execution Report.

Invoice Id	Invoice Line Id	Line Number	Line Type	Line Group Num	Amount
1020	25169		ITEM		

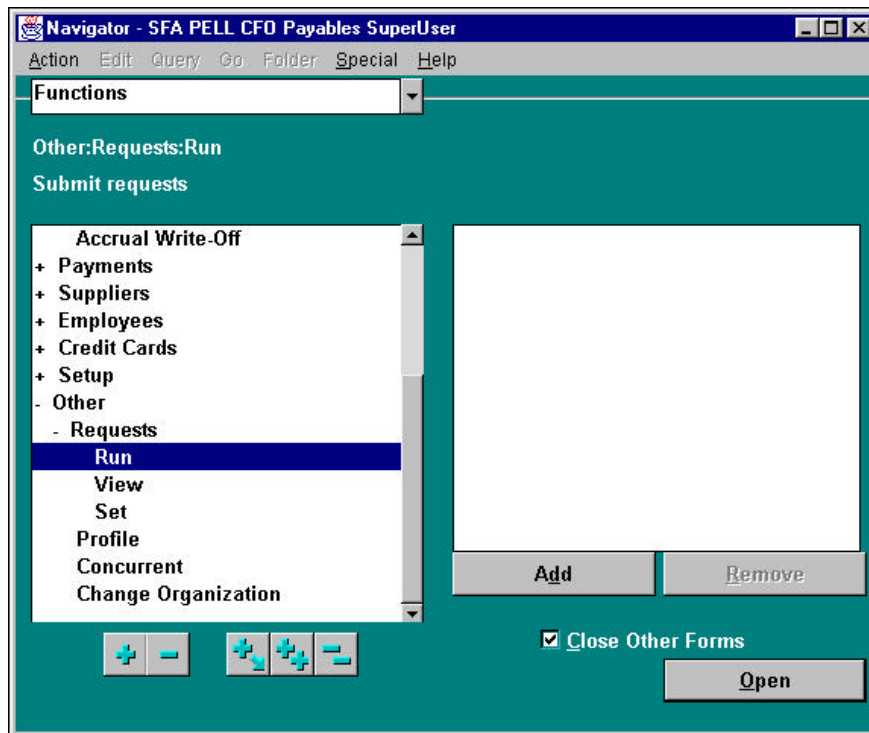
7. Click on the **Lines** button and use the horizontal scroll bar to find the segment that is in error. The error was determined by researching the Journal Import Execution Report.

NOTE: For this example, and any other instance when the error is with an accounting segment, the correction will need to be made in the “Distribution Code Concatenated” field.

8. Correct the error and Click on the **Save** button on the tool bar.

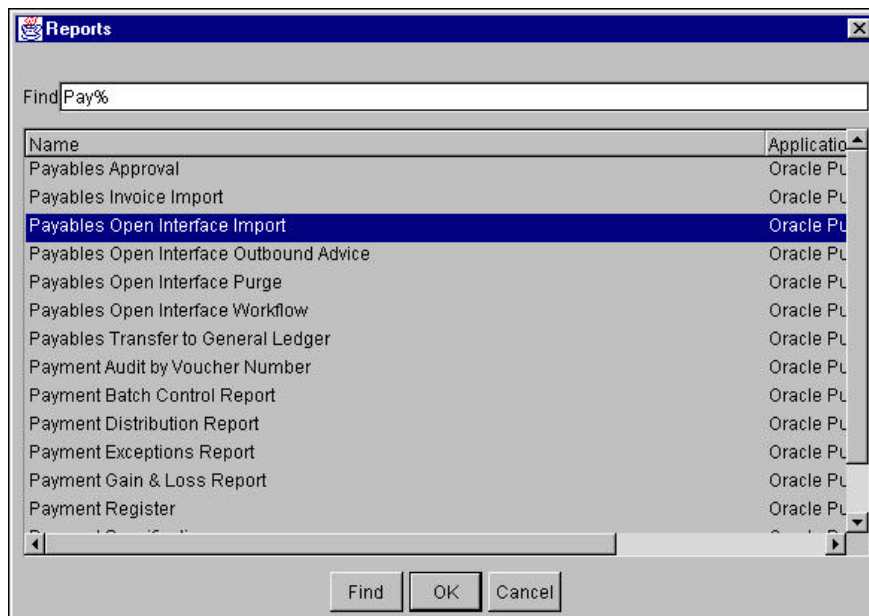
NOTE: If more than one error occurred, repeat steps 1 through 8 until all errors have been corrected.

9. Close out back to the “Navigator” window.

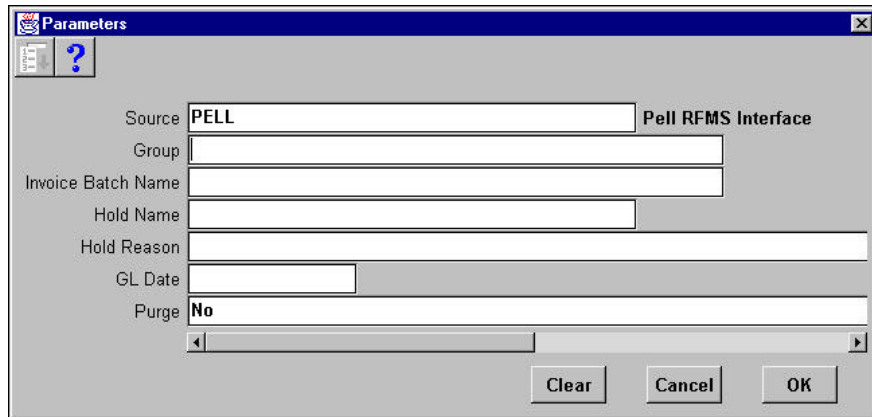


10. Double-Click on **Other ? Requests ? Run.**

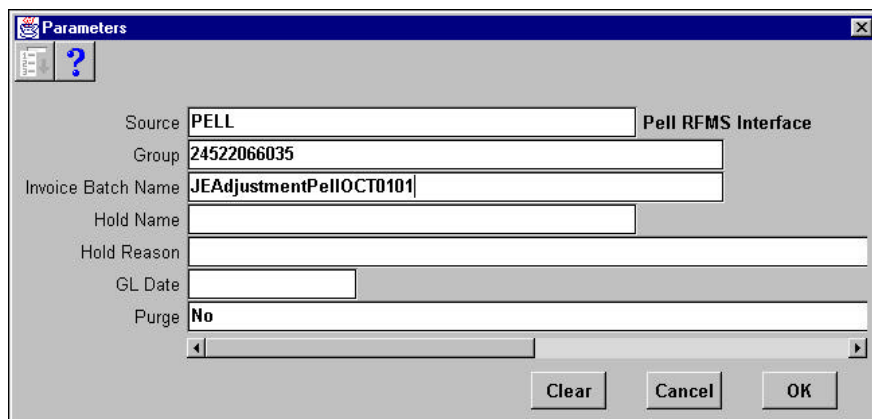
11. Click the **OK** button for a single request.



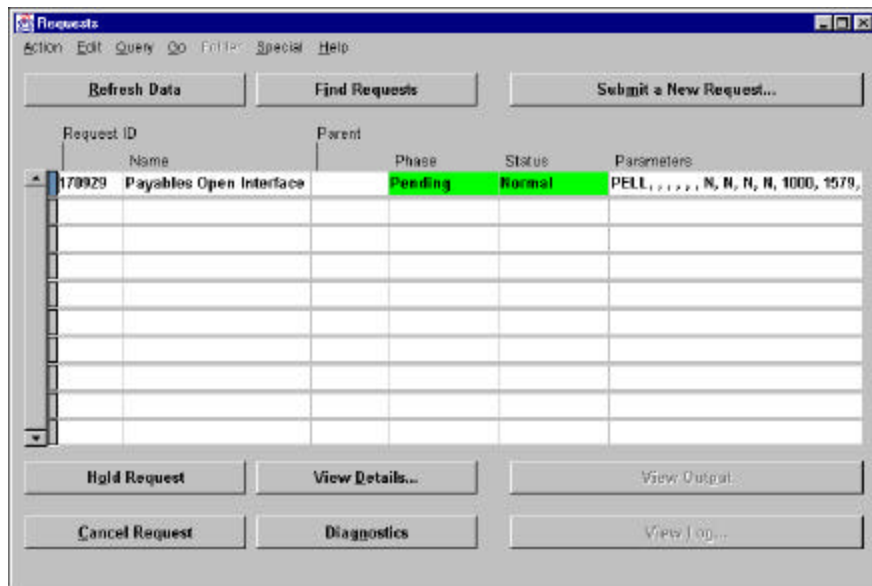
12. Put your cursor in the **Request Name** field and Click on the **List of Values** button. The “Reports” window appears. Enter “Pay%” and Click the **Find** button.
13. Select **Payables Open Interface Import** and Click on the **OK** button. The “Parameters” window will appear.

A screenshot of the 'Parameters' window in a software application. The window has a title bar with 'Parameters' and a close button. Below the title bar is a toolbar with a list icon and a question mark icon. The main area contains several input fields: 'Source' with the value 'PELL', 'Group' (empty), 'Invoice Batch Name' (empty), 'Hold Name' (empty), 'Hold Reason' (empty), 'GL Date' (empty), and 'Purge' with the value 'No'. To the right of the 'Source' field is a label 'Pell RFMS Interface'. At the bottom right are three buttons: 'Clear', 'Cancel', and 'OK'.

14. Click in the Source field in the “Parameters” window. Then, Click on the **List of Values** button. Enter “PELL” in the Source field and the “Group ID #”, noted from the Payables Open Interface Execution Report, in the Group field.
15. Create your own Invoice Batch Name based on the standard PELL nomenclature (ex. JEAdjustment PellOCT0101) and click the OK button. The “Submit Requests” window appears.

A screenshot of the 'Parameters' window, similar to the one above, but with some fields filled. The 'Source' field contains 'PELL'. The 'Group' field contains '24522066035'. The 'Invoice Batch Name' field contains 'JEAdjustmentPellOCT0101'. The 'Purge' field still contains 'No'. The other fields ('Hold Name', 'Hold Reason', 'GL Date') are empty. The 'Clear', 'Cancel', and 'OK' buttons are at the bottom right.

16. Click on the **Submit Request** button.



17. In the “Requests” window, Click on the **Refresh Data** button until the request finishes processing. Verify that the phase is Completed and the Status is Normal.
18. Highlight the “Payables Open Interface” and click on the **View Output** button. Verify that nothing exists in the Payables Open Interface Rejections Report.
19. Close out of all windows and return to the “Navigator” window.

End of activity.

